

ROUTING AND TRANSMITTAL SLIP		Date 20 NOV 1981	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	[Redacted] ODP/DDIV		
2.	2042 [Redacted]		
3.			
4.			
5.			
<input checked="" type="checkbox"/> Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Have - at last - is our contribution to the Word Process. Feasibility Study for this office. Many thanks for your help.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

316 Ames

Chief, History Staff/DCI

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

19 Nov 1981

WORD PROCESSING FEASIBILITY STUDY

DCI/History Staff1.0 Introduction

The History Staff of the Office of the DCI was re-established in November 1980, and on 30 October 1981 the Agency's Executive Committee approved its long-term program, a copy of which is attached. The History Staff has requested this Word Processing Feasibility Study in order to determine the most efficient and cost-effective means of supporting the substantial word-processing workload involved in this new history program.

1.1 Missions and Objectives

The mission of the History Staff is to serve CIA by helping preserve its institutional memory and historical records, by providing a specialized reference service, and by writing its history. It is also CIA's principal point of contact with other US Government history programs.

With respect to word processing activities, the History Staff's principal products are:

- (a) classified histories, which include historical monographs and studies of from 50 to 500 double-spaced pages in length;
- (b) a multi-volume general history of CIA; and
- (c) oral history transcripts.

The History Staff also produces a variety of reference

-2-

aids (e.g. chronologies, indexes, key personnel lists) and records disposition guides, as well as the usual administrative paper work for an office whose T/O provides for [REDACTED]

STAT

1.2 Typing Task Description

Attachment B gives detailed data on the History Staff's typing workload, which is grouped into the following five principal categories:

- (a) Correspondence
- (b) Histories
- (c) Charts, tables, and indexes
- (d) Reference and records guides
- (e) Forms and miscellaneous administration

1.3 Current System

For its current word processing workload the History Staff has one principal workstation, an IBM Mag Card II machine on loan arranged by the DCI/Administrative Office. This workstation, located in the History Staff offices in 316 Ames Building, is manned by [REDACTED] GS-6 Secretary, who in previous employment has worked on a Digital Word Processor (a video display system). All of the other members of the History Staff also have typewriters, which they use mainly to produce first drafts for the secretary to type in further drafts or final form, or both.

STAT

1.4 Problems

The most significant existing and anticipated problems in our present word processing capabilities are the following:

(a) We face increased and new workloads, with the beginning of our newly-approved history-writing program.

(b) The IBM Mag Card II machine, with its very limited storage capacity, is unsuitable for processing the very long manuscripts which predominate in our work. Its use for such long documents is slow, laborious and inefficient.

(c) The IBM Mag Card II machine lacks the text-editing features needed for processing our histories, each of which goes through several drafts to a semi-final form, which is normally again edited and revised after formal review.

(d) We expect problems of overload and backlog, with only one IBM Mag Card workstation operated by only one secretary. This system will not meet the typing requirements of this office when all historians and the history assistant are in place and producing material for processing.

(e) The present system requires excessive re-typing, since whole pages must be retyped to correct any error or to make even minor revisions.

STAT

2.0 Requirements

We have completed Attachment A, the Word Processing Requirements Checklist, to indicate our needs.

We should add that our printing, interface and storage requirements will not emerge clearly until we are further along in the newly-approved history program. We do expect our histories, although classified, to be reproduced in multiple copies for circulation within the Agency; the projected one-volume survey history, for example, will probably run into a three or four figure printing. Since we expect this printing and reproduction to be done within the Agency, it would be useful to have this work electronically stored and accessible to the Agency's typesetting and composing facilities. Moreover, in our research we could profit from an ability to interface with other offices in the Agency, to capture documents and data important for our work. A large electronic storage capacity will be helpful for these anticipated printing and interface uses, as well as for the creation of new studies using sections and documents from previous work.

3.0 Alternative Solutions

(ODP to provide)

4.0 Cost Analysis

As noted above, the History Staff has only one secretary (GS-6). The history assistant (GS-9) serves as back-up typist in the secretary's absence, but at the expense of her regular duties. If provided with a video display system, we would expect it to be used not only by the secretary and history

- 5 -

assistant, but also by some, if not all, of the professional historians.

STAT

4.1 Annual Typing Workload

We have completed Attachment B, the Annual Typing Workload Form. Since the History Staff has only been re-established for just less than a year, and will not reach its full complement of historians for another month or so, the workload estimates are based both on recent experience and on the projected work schedules for the approved history program.

5.0 Conclusion

If there is any further information or explanation we can provide for this Feasibility Study, please contact the Chief, History Staff, Dr. J. Kenneth McDonald.

Attachments

D - Desirable
NA - Not Applicable

(R) (HD) (D) (NA)

Sanitized Copy Approved for Release 2009/10/28 : CIA-RDP01-00569R000100030003-6

Word Processing Requirements Checklist

Please indicate the following requirements:

R - Required

D - Desirable

HD - Highly Desirable

NA - Not Applicable

(choose one)

Text Editing (cont.)

Skip to Given Text
 Vertical Scrolling. Unlimited pages
 Word Insert/Delete
 Other (please specify) _____

(R) (HD) (D) (NA)

X

X

X

3. Software Options

Automatic Glossary Index
 Automatic Table of Contents
 Compute Sub and Final Totals
 Display Scientific Equation Symbols
 Forms Fill-In and Print
 Index/Glossary of Stored Documents
 Merge Stored "boiler plate" Data
 Merge Keyboarded Text with Stored Data
 Perform Basic Row/Column Mathematical Operations
 Perform Records Management Functions
 (file definition, select, and sort)
 Store/Retrieve Previously Stored Data
 User Prompt Driven
 Other (please specify) Dictionary (divide words
and correct spelling)

X

X

X

X

X

X

X

X

X

X

X

X

X

X

4. Storage and Recording

Single Diskette
 Dual Diskette
 Magnetic Card
 Magnetic Tape
 VM/CMS Mini Disk
 Other (please specify) _____

Word Processing Requirements Checklist

Please indicate the following requirements:

R - Required D - Desirable
 HD - Highly Desirable NA - Not Applicable

(choose one)

5. Printing

	(P)	(HD)	(D)	(NA)
Local High Quality. <u>3</u> carbons		X		
Background Printing Mode	X			
Multiple Character Sets per Pass. <u>4</u> sets	X			
Type Fonts (specify: <u>Courier, Orator, Symbol</u>				
<u>Prestige, Elite, Delegate, Ltr Gothic, italic courier*</u>)	X			
Character Pitch (specify: <u>10, 12, propor-</u>				
<u>tional space</u>)	X			
Print Queue. <u>10</u> documents	X			
Proportional Printing for Flush Right Margins	X			
Variable Spacing for Super and Subscripts	X			
Other (please specify) <u>Noise guards</u>	X			

6. Interface (see narrative)

ODP's VM/CMS Facility				
OC's Cable Dissemination System (CDS)				
OL's Computer Output Microform (COM)				
OL's Electronic Text Editing and Composing System (ETECS)		X		
ODP's Online IBM System 6670 Printer				
ODP's Online Xerox 9700 Printer				
Other (please specify)				

* Fonts continued: Light italic, Comm/USASI OCR 2

Estimated Annual Typing Workload

Name: J. Kenneth McDonald
 Off/Div: DCI/ History Staff

Date: 19 Nov. 1981

STAT

(please specify category of typing task)

Data Elements

	(a) Corres- pondence	(b) Histories (Chapters)	(c) Bibliogra- phies, Charts &c	(d) Reference & Record Guides	(e) Forms & Misc. Admin.
1. Documents per year	520	40	72	12	104
2. Pages per document	1	50	12	35	1
3. Lines per page	28	28	40	28	14
4. Retypes per document	.5	4	3	4	.5
5. Lines changed per page	4	8	10	8	4
=====	=====	=====	=====	=====	=====
6. Original pages per year (line 1 x line 2)					
7. Original lines per year (line 6 x line 3)					
8. Revised pages per year (line 6 x line 4)					
9. Revised lines per year (line 8 x line 5)					
10. Total lines per year ((line 6 + line 8) x line 3)					
11. Original/Revised lines per year (line 7 + line 9)					
12. Repetitive lines per year (line 10 - line 11)					